



The Modern **Defense Civilian Personnel Data System**



Modern DCPDS

The Modern DCPDS _____

In 1999, the Department of Defense began using a new, state-of-the-art, Human Resources (HR) information system to process personnel actions and maintain workforce data.

The modern Defense Civilian Personnel Data System (modern DCPDS) capitalizes on the capabilities of new technology to improve and simplify:

- ☐ *Processing personnel actions;*
- ☐ *Accessing civilian workforce information; and*
- ☐ *Delivering civilian personnel services.*

Designed to be a single information system for all DoD civilian employees, the modern DCPDS supports appropriated fund, non-appropriated fund, and local national civilian personnel operations.

It replaces a number of personnel information systems and applications in use today across DoD, including the current Defense Civilian Personnel Data System (also known as the legacy DCPDS) and some of the Personnel Process Improvement (PPI) Suite tools.

The critical functionality of the replaced systems remains, but now resides in a more advanced, robust system that better supports our business needs.

The modern DCPDS matches new technology with business needs. It provides a better tool to do the job.

The Modern DCPDS

A Better Tool To Succeed In A Regionalized Environment

Civilian personnel operations across DoD are being consolidated and regionalized to provide more cost-effective delivery of services. The modern DCPDS supports regionalization of services by quickly and efficiently flowing data across organizations and geographic locations. The system operates via a network environment (client-server, multi-tiered, distributed data platform in an open-systems environment). At the core is a relational database. The modern DCPDS replaces the current HR information system and significantly improves the flow of, and access to, up-to-date information for managers and personnel professionals.

- Personnel actions are electronically routed, and easily tracked, between:
 - Manager desktops;
 - Local personnel offices; and
 - Regional personnel service centers.
- Personnel information for civilian employees flows to Component regional databases that link to a central DoD database (from which aggregated Component and DoD information can be extracted).
- Managers and personnelists can access up-to-date information -- ranging from individual queries to summary workforce reports -- from their desktop computers.
- Information flows to outside organizations, via interfaces, for such purposes as payroll and centralized reporting (e.g., DFAS, OPM).
- Redundant and unnecessary processes (e.g., duplicate data input) are eliminated.

Decision

Do you wish to route the Request for Personnel Action now?

Cancel No Yes

Routing

RoutingTo

☒ Select Routing List

☐ Select Person

☐ Select Groupbox

☐ Save and Hold in Personal Inbox

☐ Update HR

☐ Print Notification

Printer

☐ Interim Approval

☐ Approval

Cancel OK

Personnel actions are electronically routed.

A Better Tool For Managers

Without leaving their desks, managers are able to easily, electronically:

- Initiate personnel actions and send them to the servicing personnel office.
- View authorized information about the positions and employees they supervise.
- Track the status of personnel actions.
- Create, modify, and update position management and classification information.
- Initiate training requests for employees.
- Retrieve information for their organizations and print reports, either through numerous standard reports or through other query tools.

Request for Personnel Action - Routing History

Action History

User Name	Full User Name	Action Taken	Approved	Interim	Initiator	Authorizer	Approver	Requester	Personnelist	Reviewer

Request for Personnel Action - Routing History

Routing History

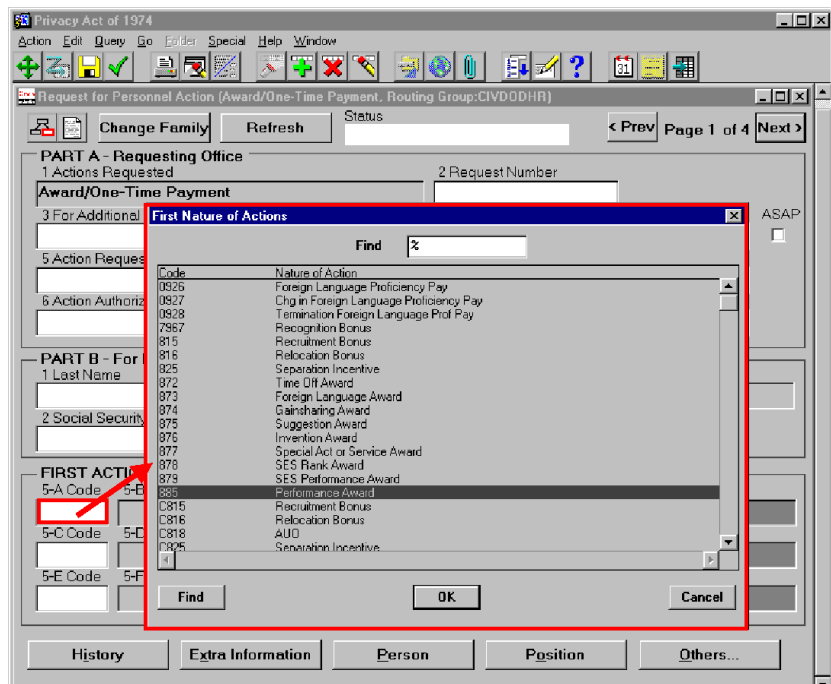
Username	Groupbox Name	Routing List Name	Seq.	Date Notification Sent	Family	Award

Managers are able to track the status of personnel actions for employees they supervise.

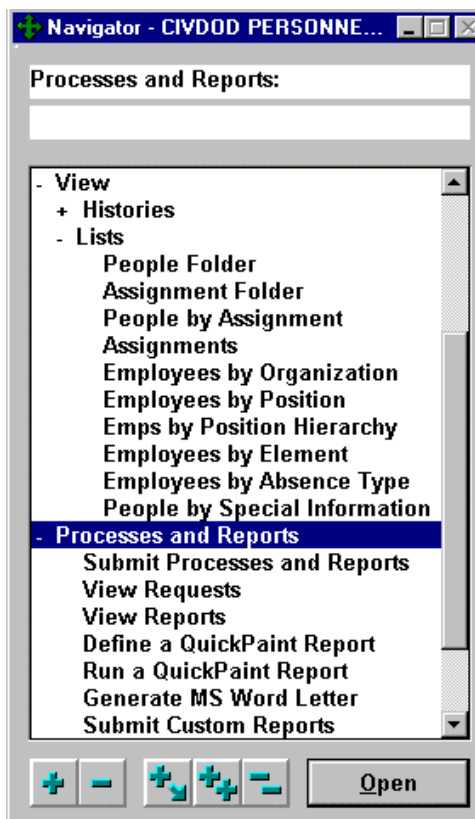
A Better Tool For Personnelists

The modern DCPDS:

- ❑ Is easier to use. It features a standard Windows format with easy point-and-click maneuvering. Words, pick-lists, edits, and on-line help replace the codes, manual table look-ups, and guess-work of the legacy DCPDS.
- ❑ Reduces duplicative data-entry and redundant operations. With its relational database, data already input flows and displays wherever it is used, and multiple systems update automatically.
- ❑ Reduces reliance on paperwork. Electronic routing and instant on-line access to up-to-date information are important features of the modern DCPDS.
- ❑ Reduces inquiries from managers about the status of actions and requests for employee information and reports (because managers can get the information directly).



Pop-up menus with "Lists of Values" to pick from simplify data-entry. In the example above, the List of Values displayed are Nature of Action Codes.



The Navigator Window provides access to processes and reports to support organizational decision-making and reporting requirements.

A Better Tool For DoD Organizations

As a single source of HR information, the modern DCPDS is a powerful tool for DoD installations, Component headquarters, and the Department overall. Its reporting tools:

- ❑ Support organizational decision-making and reporting requirements.
- ❑ Provide up-to-date workforce data -- organization-specific or DoD aggregate.
- ❑ Reduce the need for time-intensive "data calls" and "data roll-ups."

A Better Tool For Employees

Employee advantages from the features of the modern DCPDS include:

- ❑ Quicker response to many inquiries.
- ❑ Potential for direct access to personal data.
- ❑ Future ability to update some personal data.

Frequently Asked Questions

When is the modern DCPDS scheduled for use?

- ❑ Fall/Winter 1999*
 - Army Civilian Personnel Operations Center (CPOC) at Ft. Richardson, AK
 - Navy Human Resource Service Center (HRSC) at Silverdale, WA
 - Air Force Personnel Center (AFPC) at Randolph AFB, TX
- ❑ Spring 2000
 - All other DoD personnel offices (deployment schedule available through each Component)

* Initial deployment is to three regions (sites listed above) for Operational Test and Evaluation (OT&E). Following the successful completion of OT&E and system certification, the system is being deployed to all remaining DoD personnel offices at approximately one region per pay period. Deployment to the remaining regions begins in the spring of 2000.

Who is developing the modern DCPDS?

There are many people working together to develop the modern DCPDS.

- ❑ **The Defense Civilian Personnel Management Service (CPMS), Regionalization and Systems Modernization Division (Reg/Mod)** is the program management office responsible for ensuring the system is developed to meet the functional performance requirements of the personnel community and DoD. The DoD personnel specialists in CPMS Reg/Mod are the “functional developers” who work with technical experts to develop, test, and deploy the system.
- ❑ **The Air Force Personnel Center, Directorate of Personnel Data Systems**, is the Central Design Activity (CDA) with responsibility for oversight of the design and development of the modern DCPDS. The CDA staff are the technical experts who work with the CPMS Reg/Mod in deploying the modern DCPDS to OT&E sites.
- ❑ **Oracle Human Resources** is the core commercial off-the-shelf product being used to develop the modern DCPDS. Oracle Corporation technical experts -- who are concurrently developing Oracle HR for other Federal government clients -- are working with the CDA and CPMS Reg/Mod to customize the product to meet DoD and Federal requirements.
- ❑ **Military Departments and Defense Agencies (Components)** have been actively involved in defining system requirements and testing. Their involvement continues with training users and assisting in the deployment of the modern DCPDS.

How do the system developers understand our needs?

Personnel specialists and personnel systems specialists from across DoD have been involved from the very beginning of the development effort. An Executive Committee of Component principals and the Component Program Managers for Regionalization and Systems Modernization meet monthly with CPMS to discuss development status and issues. Many additional Component representatives have been involved in defining specific functional requirements and testing the system.

How is the system being tested?

Each unit of software is tested individually to ensure it performs as required. Next, there is integration testing, to ensure that all pieces perform together as required. Then, before deployment, the entire system is tested in a simulation environment, on the same platform and network system that is used in the field. Transactions, reports, and interfaces are all carefully tested. Personnel specialists from across DoD are involved in testing.

Finally, the system is tested in an operating environment at three regional human resources service centers. These are the three OT&E sites -- Army CPOC at Ft. Richardson, AK; Navy HRSC at Silverdale, WA; and AFPC at Randolph AFB, TX. After OT&E is completed, the system is certified for deployment to all remaining regions.

How are users trained?

Users receive hands-on training a few weeks before the new system is deployed to their office. CPMS Reg/Mod has developed a user guide and training materials, and is conducting Train-the-Trainer workshops for Component trainers. Component trainers conduct user training and assist new users on-the-job. In addition to training and user guides, the modern DCPDS has on-line help to provide user assistance during system operation.

You can find out more by contacting the:

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